

Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, December 15, 2010, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Steering Committee members, Commissioner Elect Kelly Emerson, Betty Kemp, Stan Bradshaw, Bob Thomas, Diana Vaughn, Dan Sherk, Bill Oakes, Debbie Thompson, Rufus Rose, Jeff Lauderdale

Subject: Reorganization review – Steering Committee suggestions

Attachment: PowerPoint

Information:

Summary of Steering Committee opportunities

BOCC Agenda

- Restructure Work Sessions
- Weekly briefing memo from Department Heads
- Agenda bills for Monday meetings
- Increase purchasing authority
- Authorize BOCC Chair to approve certain items

Restructure Organization

- Consolidate GSA, CS, and facilities into Administrative Services
- Move Safety, L & I, CDL, Drug Testing and Burn Permits into other departments
- Separate Clerk of the Board function from Budget Director position
- Create "Natural Resources Department" in the Health Department

Other Opportunities

- Improve roundtable
- Establish Standing Committee to continue researching improvement opportunities

Follow up: The committee will meet at the beginning of next week to focus on the IT Technical Lead position and the Administrative Services Director. The Board will meet again for further discussion on December 22, 2010.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 312
DECEMBER 15, 2010 – WORK SESSIONS

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, December 15, 2010, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Bill Oakes, Director, Steve Marx, Jack Taylor, Jan Van Muyden

Others Present: Elaine Marlow, Budget Director, Commissioner-Elect Kelly Emerson, Don Mason, Rufus Rose, Jeff Lauderdale, Jim Patton, Port of South Whidbey

Roads

Subject: Annual Load Limit Resolution

Attachment: Resolution

Proposed Action: Resolution in the matter of Load Limitations on County Roads - The Issuance of special Motor Vehicle Permits to Use on Weight Restricted County roads and Fixing Penalties for Violations.

Follow Up: Okay with Board to move resolution forward to Monday's agenda.

Subject: Reservation Road & Polnell Road Guardrail

Attachment: yes

Proposed Action: Call for Bids- Reservation Road & Polnell Road Guardrail; CRP 09-07; WO 459

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Lancaster Road Speed Study

Attachment: Memorandum dated 12/2/10 from Connie Bowers, to BOCC

Proposed Action: Recommend extending the existing 25 mph speed limit on Lancaster Road from Woodard Road to Wahl Road.

Follow Up: Okay with Board to schedule for public hearing.

Add-On

Subject: Purchase of Paver

Attachment: none

Proposed Action: Approval to move forward with Call for Bid for purchase of new paver.

Follow up: Okay with Board.

Solid Waste

Subject: Bad Debt Write-off

Attachment: yes

Proposed Action: Solid Waste Uncollectible Write-off Approval 2010; Total uncollected: \$5,045.48.

Follow Up: Okay with Board to write off bad debt.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 313
DECEMBER 15, 2010 – WORK SESSIONS

Public Works/Parks

Subject: Parks Replacement Mower

Attachment: Memorandum dated 12/6/10 from Parks to BOCC

Proposed Action: Purchase of 60" gasoline 31 hp Kawasaki mower from Brimm Tractor; \$6,815.52.

Follow up: Okay with Board.

Add-on

Subject: Greenbank Farm Management Group/Port of Coupeville - conservation easement

Attachment: none

Proposed Action: Discussion ensued regarding the public process in the rewriting/negotiation of the conservation easement on property owned by the Port of Coupeville at the Greenbank Farm. Bill Oakes recommended the cost of the appraisal come out of the first draw of the CFF award.

Follow up: The discussion was continued to the Budget Directors work session.

Executive Session

The Board of Island County Commissioners met in Executive Session as allowed under RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, beginning at 12:15 a.m., in the Commissioner's Conference Room, Administration Building, 1 NE 7th Street, Coupeville, Washington. The session was anticipated to last fifteen minutes and no announcement was expected.

The meeting reconvened at 1:00 p.m.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, December 15, 2010, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member - excused

Present: Anne LaCour

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Commissioner Elect-Kelly Emerson

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

Planning & Community Development
Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 15, 2010, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member - excused

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw

Others Present: Elaine Marlow, Budget Director, Commissioner-Elect Kelly Emerson, Rufus Rose, Jeff Lauderdale

Subject: 2011 Work Program and Annual Review Docket

Attachment: Current Planning Work Program/Planning Work Program

Proposed Action: Mr. Pederson reformulated the Current Planning Work Program for 2011 into 4 categories of priority, 1st Quarter 2011, Ongoing, June through December 2011, and other previous requests.

Follow up: The Board approved moving forward with the 1st Quarter items.

Subject: Temporary Uses on the Shoreline

Attachments: none

Discussion: Bob discussed with the Board the need to come up with some guidelines and parameters for events in the shoreline environment.

Follow up: Bob will work with Steve Marx and contact other jurisdictions to see how they handle uses in the shorelines.

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, December 15, 2010, at 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Kerry Graves

Others Present: Elaine Marlow, Budget Director, Lisa Clark, Opportunity Council, Commissioner-Elect Kelly Emerson

Environmental Health

Subject: Contract with Department of Ecology – Coastal Protection/Ala Spit Restoration

Attachment: yes

Proposed Action: DOE has approved funding to be used as the 15% required match for the Ala Spit Restoration Salmon Recovery Funding Board grant; Contract No. G1100195; Contract Amount: \$47,199.00

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 315
DECEMBER 15, 2010 – WORK SESSIONS

Follow up: Okay with Board to move forward for BOH and BOCC signature.

Subject: Request for exception from competitive solicitation procurement

Attachment: yes

Proposed Action: Request for Exemption from the competitive solicitation procurement for Septic Inspection Intake & Referral Program, Contract No. HD-19-10 with Opportunity Council to income qualified households for septic inspection financial assistance.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Contract with Opportunity Council – Septic Inspection Intake & Referral Program

Attachment: yes

Proposed Action: Opportunity Council will provide income screening for individuals/households to establish eligibility for free septic inspection; Contract Period: January 1, 2011 to June 30, 2011; Contract No. HD-19-10; Contract Amount: \$20,000.00.

Follow up: Okay with Board to move forward following legal and risk review.

Add-on

Subject: Memorandum of Understanding with Snohomish Health District

Attachment: yes

Proposed Action: Snohomish Health District will provide a Public Health Investigator to Island County under direct supervision of the Island County Health Officer to carry out HIV/AIDs legislative mandates; Contract No. HD-20-10; Date of Contract: January 1, 2011 through July 1, 2012; Contract Amount: -0-

Follow up: Okay with Board.

**Human Services
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, December 15, 2010, at 2:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Helen Price Johnson, Chair Angie Homola, Member John Dean, Member - excused	Staff: Pam Dill
------------------------------	--	------------------------

Staff Present: Jackie Henderson, Director, Beth Plush, Lynda Richards

Others Present: Elaine Marlow, Budget Director, Commissioner-Elect Kelly Emerson, Rufus Rose, Jeff Lauderdale

Subject: Counseling Connections Program

Attachment: contract and list of additional Mental Health Counselors

Proposed Action: Approval of contracts with private licensed Mental Health Counselors to provide short term mental health counseling services for citizens of Island County; Terms of Contract: 2 years Contract Amount: \$20,000.00.

Follow up: Okay with Board to move approval of contracts forward to Monday's agenda.

Subject: Opportunity Council

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 316
DECEMBER 15, 2010 – WORK SESSIONS

Attachment: yes

Proposed Action: Contract with Opportunity Council for Homeless Prevention Services; Contract Mop. HS-23-11; Contract Terms: 1/1/11-12/31/11; Contract Amount: \$88,281.00

Follow up: Okay with Board to move forward to Monday's agenda. .

Subject: Whidbey Island Share a Home

Attachment: yes

Proposed Action: Whidbey Island Share a Home – Homeless Prevention; Contract No. #HS-24-11; Term of Contract: 1/1/11-12/31/11; Contract Amount: \$37,500.00.

Follow up: Okay with Board to move forward to Monday's agenda.

Juvenile & Family Court Services
Summary Minutes

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, December 15, 2010, at 3:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Helen Price Johnson, Chair Angie Homola, Member John Dean, Member	Staff: Pam Dill
------------------------------	--	------------------------

Staff Present: Mike Merringer, Director, Brooke Powell

Others Present: Elaine Marlow, Budget Director

Subject: Superior Court Re-Organization Plan

Attachment: none

Proposed Action: Re-Organization Plan for Superior Court – Job descriptions have been completed for each of the proposed new positions.

- PAA - Assistant Administrator
- PAA - Judicial Assistant
- PAA - Superior Court Coordinator

Follow-up: Okay with Board.

Subject: Contract with Northwest Services Council

Attachment: yes

Proposed Action: Contract with Northwest Services Council; Work Force will provide services to adult drug court members; Amount: \$38,592.97

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject: Contract Amendment with AOC

Attachment: yes

Proposed Action: Contract Amendment with Washington Administrative Office of the Courts; 6.3 % reduction in BECCA funding for second fiscal year. Amount: \$234,675.00

Follow-up: Okay with Board to move forward to Monday's agenda.

General Services Administration
Summary Minutes

Work Session was held between the County Commissioners and General Services Administration on Wednesday, December 15, 2010, at 3:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member – excused

Staff: Pam Dill

Staff Present: Betty Kemp, Director, Don Mason

Others Present: Elaine Marlow, Budget Director, Commissioner-Elect Kelly Emerson, Rufus Rose, Jeff Lauderdale, Jessie Stensland "Whidbey News Times", Dan Sherk, Karen Moore, Stephen Paysse, Shari Bibich, Ed Halleron

Animal Control/Shelter

Subject: Animal Control and Animal Shelter Amended Contracts

Attachment:

Proposed Action: Betty Kemp reviewed the animal control and animal shelter contracts with the Board. The animal control contracts are identical except for geographical responsibilities. There are a few differences in the animal shelter contracts such as:

- WAIF pays all its utilities/CASA does not pay its electric bill because they share the building with IC.
- CASA has a water usage restriction due to the design of the septic system and is limited to 22 dogs at one time.

Several members of the audience commented on the animal shelter contracts.
Commissioner Homola requested the Board review her suggested changes prior to approval.

Follow Up: Commissioner Price Johnson and Commissioner Dean approved moving the animal control contracts forward for contract review. Further discussion on the animal shelter contracts will take place at the Board's December 20, 2010 meeting.

Conservation Futures

Subject: Agricultural Conservation Easement Deed

Attachment: yes

Proposed Action: Agricultural Conservation Easement Deed for Ebey's Reserve Farmland by David Engle to Island County and the Whidbey Camano Land Trust. Amount: \$50,000

Follow Up: Okay with Board to move forward to Monday's agenda.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 318
DECEMBER 15, 2010 – WORK SESSIONS

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, December 15, 2010, at 3:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member - excused

Staff: Pam Dill

Staff Present: Tim Lawrence, Director, Lynette Goodell

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Commissioner-Elect Kelly Emerson, Jessie Stensland "Whidbey News Times"

Subject: Interagency Agreement between Washington State University Extension and Island County for 2011

Attachments: yes

Proposed Action: Interagency Agreement between Washington State University Extension and Island County. This agreement provides support for WSU employed personnel. Amount: \$35,230.00.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Updates on 4-H and Master Gardener Programs

Attachments: none

Information: Tim Lawrence updated the Board on the 4-H Program Coordinator and Master Gardner Coordinator positions.

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, December 15, 2010, at 10:45 a.m. and 2:35 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member - excused

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Elaine Marlow, Bill Oakes, Rufus Rose, Commissioner-Elect Kelly Emerson

Subject: 2010 Budget Amendment

Attachments:

Proposed Action: Not finalized, the Budget Director will meet with the Board members individually prior to the public hearing on December 27, 2010.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 319
DECEMBER 15, 2010 – WORK SESSIONS

Subject: Sustainable Whidbey Coalition (SWC) dues

Attachment: none

Proposed Action: The Board approved funding for SWC dues in the amount of \$1000.00.

Subject: Historic Preservation fund – 2011 Funding Cycle

Attachments: yes

Proposed Action: The Board discussed the allocation of Historic Preservation Funds and tourism funds.

Follow-up: Continue discussion to the Board's December 20, 2010 meeting.

Subject: Greenbank Farm Management Group/Port of Coupeville - conservation easement - (continued from Public Works work session)

Attachment: yes

Proposed Action: Don Mason reviewed the recommendations of the TAG and CAB regarding the conservation easement. The Board continued their discussion regarding staff negotiation of the easement and the public process.

Follow Up: The Board directed staff to move forward to negotiate a document that more clearly aligns the conservation easement with the Greenbank Farm Master Site Plan and zoning and communicate the projected timeline for completion to the SW Port District.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board